



DEPARTMENT OF THE NAVY
NAVAL SERVICE TRAINING COMMAND
2601A PAUL JONES STREET
GREAT LAKES, ILLINOIS 60088-2845

NSTCINST 5216.2P
N004
10 Jun 19

NSTC INSTRUCTION 5216.2P

From: Commander, Naval Service Training Command

Subj: BY DIRECTION, USE OF COMMAND LETTERHEAD, AND MESSAGE
RELEASE AUTHORITY

Ref: (a) SECNAVINST 5216.5D

1. Purpose. To delegate authority, "By direction", message releasing authority, and use of command letterhead to designated personnel assigned to Naval Service Training Command (NSTC) as required by reference (a).
2. Cancellation. NSTCINST 5216.2N.
3. By Direction Authority. NSTC personnel authorized to sign "By direction" and to release messages are responsible for:
 - a. Exercising sound judgment in determining when official correspondence should be referred to the Commander, Deputy Commander or Chief of Staff for signature.
 - b. Ensuring all official correspondence and messages are correctly prepared using reference (a).
 - c. Ensuring all official correspondence on command letterhead is serialized and dated via the Flag Administration office.
 - d. Ensuring timeliness, completeness, accuracy, grammatical correctness, spelling, professionalism, and consistency with existing Commander, NSTC policies.
 - e. Ensuring the "From" line is addressed from "Commander, Naval Service Training Command" with the exception of those authorized to sign using their position as indicated in paragraph six below.
4. Letterhead. The standard size paper for all official letterhead stationery is 8.5 by 11 inches.
 - a. Authorized Use of Letterhead
 - (1) Use command letterhead stationery for only official matters of the command.
 - (2) Do not use letterhead as personal stationery.
 - (3) Use typed, stamped, computer, or word processor-generated letterhead only.

b. Letterhead Format. The following is the only acceptable header for NSTC letterhead:

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5. Authority

a. "By direction" authority is granted to:

<u>Code</u>	<u>Title</u>
N01	Executive Director
N02	Chief of Staff
N03	Deputy Commander for Training and Development
N04	Deputy Director for NROTC Operations (N9)
N001	Flag Secretary
N003	Protocol Officer
N004	Security Manager
N00X	Safety Officer
N1	Director of Manpower
N3/5	Director of Production, Planning and Programming
N4	Director of Logistics
N6	Director of Information Technology
N7	Director of Training Curriculum Manage Transformation
N8	Comptroller
N9	NROTC Program Manager
OD	Director of Officer Development (OD)
CD	Deputy Commander for NJROTC Operations

CD1 Deputy Director of Citizenship Development
N9M USMC Liaison
N91 Head of Nuclear Power Selection
N92 Head of Selection/Placement
N92A Head of Medical Programs
N03A Head of Professional Development
N934 Head of Student Operations
N93 Head of Unit Operations
IG Inspector General
OGC Office of General Counsel
RLSO NSTC Staff Judge Advocate

b. "By direction" signature is authorized for correspondence dealing with the areas of responsibility of the officials in paragraph a, unless specifically excluded herein or by separate correspondence.

c. E-mail and facsimile correspondence will be subject to the same release authorities as regular flat paper correspondence and message traffic.

6. Positional Title. The below listed positions may sign correspondence by title only as required by their respective areas of responsibility:

N01 Executive Director
N02 Chief of Staff
CD Director of Citizenship Development
N04 Deputy Commander for NROTC Operations
N9 NROTC Program Manager
IG Inspector General
OGC Office of General Counsel
SJA CO Staff Judge Advocate

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7. Exceptions. "By direction" is not authorized under the following circumstances:
- a. Correspondence dealing with command policy, mission, or efficiency;
 - b. Letters of Commendation or Censure;
 - c. Unfavorable or negative replies, unless of a routine, official nature or addressed to persons who have no official function, service obligation, or recoupment obligation within the Department of Defense;
 - d. Matters of controversial nature, such as letters of complaint, disapproval, or requests for services or support and disciplinary actions;
 - e. Correspondence dealing with resource requirements including people (to include personnel letters of endorsement) and funds;
 - f. Congressional correspondence;
 - g. Endorsements on correspondence to any official who is senior to Commander, NSTC;
 - h. Correspondence with family members, attorneys, and other interested parties authorized to communicate on behalf of students enrolled in NSTC programs who have incurred a service/recoupment obligation.
 - i. Correspondence pertaining to complaints under Article 138, UCMJ, Article 1150, U.S. Navy Regulations, or applications to the Board for Correction of Naval Records.
 - j. Tasking subordinate commands except in execution of NSTC directives (exception: The Deputy Commander, Chief of Staff and Executive Assistant/Flag Secretary are authorized to task subordinate commands and pass them information on behalf of Commander, Naval Service Training Command).
 - k. Executing, recommending, or implementing a course of action different from the one recommended by a Commanding Officer within the NSTC domain.
8. Message release authority is granted to the Executive Director, Chief of Staff, Deputy Commander for Training and Development, Deputy Commander for NJROTC Operations, Deputy Director for NROTC Operations, and Flag Secretary. Messages will be routed to NSTC for review, approval and transmitted by Citizenship Development and Officer Development.
9. Records Management. Records created as a result of this notice, regardless of media or format, must be managed per Secretary of the Navy Manual 5210.1 of January 2012.

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10. Cancellation Contingency. This notice is in effect for 1 year or until it is superseded by another notice, whichever occurs first.



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Releasability and distribution:

This instruction is cleared for public release and is available electronically only via the Naval Service Training Command issuance website, <http://www.netc.navy.mil/nstc/NSTC Directives/instructions.html>.